



510th Personnel Services Battalion (Fwd)



G1/S1/PSB

Conference/Workshop

6 September 2002



510th Personnel Services Battalion (Fwd)



AGENDA

- **Personnel Actions – SGT Bryant**
 - ✓ Preparing DA Form 4187
- **NCOER – SSG Reeb**
 - ✓ Preparing/Reviewing NCOER
- **OER – SSG Myers**
 - ✓ Preparing/Reviewing OER
- **Enlisted Decentralized Promotions – CW2 Castillo**
 - ✓ Promotion to PV2~SPC
- **Junior Officer Promotions – CW2 Castillo**
 - ✓ Promotion to 1LT/CW2



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Personnel Actions

Preparing DA Form 4187



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REFERENCES:

- DA PAM 600-8, Chapter 9 para 9-1 thru 9-4
 - ✓ Management and Administrative Procedures

- DA PAM 600-8-21
 - ✓ Soldier Application Program

Available through USAPA Homepage at:

<http://www.usapa.army.mil/>



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Preparing DA Form 4187 – Address & Section I

THRU Address:

BN Cdr/next in the chain

TO Address:

Approval Authority

FROM Address:

Lowest Commander (Co/Btry/Det)

PERSONNEL ACTION		
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	Title 5, Section 3012; Title 10, USC, E.O. 9397.	
PRINCIPAL PURPOSE:	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf <i>(Section III)</i> .	
ROUTINE USES:	To initiate the processing of a personnel action being requested by the soldier.	
DISCLOSURE:	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.	
1. THRU <i>(Include ZIP Code)</i>	2. TO <i>(Include ZIP Code)</i>	3. FROM <i>(Include ZIP Code)</i>
SECTION I - PERSONAL IDENTIFICATION		
4. NAME <i>(Last, First, MI)</i>	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER

NAME (self explanatory)

Use Rank; PMOS for enlisted and WO; AOC for officers

SSN (9-digits)



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Preparing DA Form 4187 – Section II

SECTION II - DUTY STATUS CHANGE (AR 600-8-6)
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____

- Assigned personnel
- Enter the appropriate duty status change in the from, to, effective, and hours lines
- Attached personnel with records



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Preparing DA Form 4187 – Section III

SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: <i>(Check as appropriate)</i>			
<input type="checkbox"/> Service School <i>(Enl only)</i>	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/>	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training <i>(Enl only)</i>	<input type="checkbox"/>	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/>	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/>	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/>	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment <i>(Enl only)</i>	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/>	<input type="checkbox"/> Other <i>(Specify)</i>
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/>	<input type="checkbox"/>
9. SIGNATURE OF SOLDIER <i>(When required)</i>			10. DATE <i>(YYYYMMDD)</i>

- Determine type or action
- Enter X in the appropriate block
- If voluntary action, have individual sign and date
- Use other block when appropriate



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Preparing DA Form 4187 – Section IV

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

- Enter additional information
 - Including line of duty status
- Include listing of enclosures
 - To support the entry in Section II



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Preparing DA Form 4187 – Section V

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change <i>(Section III)</i> or that the request for personnel action <i>(Section III)</i> contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)

DA FORM 4187, JAN 2000 PREVIOUS EDITIONS ARE OBSOLETE USAFA V1.00

- Verify the information and place the X in the appropriate box
- Approve or Disapprove
 - If disapprove indicate reason in Section IV
- Sign in black or blue-black on the original copy
- Date may be typed, printed, or stamped



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DA Form 4187 – Personnel Action

Copy 1
Order the appropriate copy designation
Copy 2
Copy 3
Copy 4

PERSONNEL ACTION		
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 5, Section 3012; Title 10, USC, EO 9397.		
PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section II).		
ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.		
DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.		
1. THRU (Include ZIP Code) BN Commander/ next in the chain	2. TO (Include ZIP Code) Highest commander or approval authority	3. FROM (Include ZIP Code) Lowest commander
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) Last, First, Middle Initial	5. GRADE/RANK/PMOS/AOC Grade/Rank/ PMOS	6. SOCIAL SECURITY NUMBER SSN (9-digits)
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (ET only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (ET only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Overseas Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reassignment	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (ET only)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
Enter additional info, with a list of enclosures		
Verify information and place X in appropriate box		
SECTION V - CERTIFICATION/ APPROVAL/ DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein-		
<input type="checkbox"/> HAS BEEN VERIFIED	<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND DISAPPROVAL
<input type="checkbox"/> DISAPPROVED	<input type="checkbox"/> IS DISAPPROVED	
12. COMMANDER AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)

Only use when duty status changes

If voluntary action, have the soldier sign and date

Can be the Unit commander, 1SG, S1, Sr Personnel SGT, or Personnel SGT

Place X in one of the box or use the other

Can be signed in black or blue-black ink

Maybe typed, printed or stamped



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Distribution of DA From 4187

- Copy 1 (original), with supporting documents will go to the approving authority
- Copy 2 will be retained in the MPRJ as action pending
- Copy 3 will be retained at the S1, until completed
- Copy 4 will be given to the individual



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OTHER REFERENCES:

- 1st PERSCOM PRIDE Team Website:
<http://www.1perscom.army.mil/PSSD/Pride/Default.htm>

- ❖ 7th Army Training Command – Information Paper on
Personnel Actions

- ❖ PERSCOM EPMD Commander's Information Guide



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1st PERSCOM PRIDE Team Homepage

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Address http://www.1perscom.army.mil/PSSD/Pride/Default.htm Go Links



Soldiers First!

- Security & Privacy Messages
- PSS Training Seminar Slides
- PRIDE Team Members
- Mission Statement
- PRIDE Team Schedule
- PRIDE Team Trends
- FAQs
- Blueprint & Checklists
- Reference Page
- Sr Enl Promotion Procedures
- Slides with Notes Pages
- Find local ZIP codes here!
- Zip Code Finder

Please provide comments to the PRIDE Team Webmaster at: PRIDE@hq.1perscom.army.mil

1st PERSCOM Homepage




Personnel Readiness Improvement and Development (PRIDE) Team


Welcome to the PRIDE Team online information system. This site is designed as a focal point for distribution of information to Personnel Detachment leaders and soldiers in USAREUR. Here, you can find the latest information on the PRIDE Team visit schedule, trends and areas of special emphasis. You can access the most current blueprint, a reference library, recently released messages, and read or submit questions at our FAQ page. *Defend and Serve!*


Last Updated: 23 May 2002


Contact the PRIDE Team

Important Links . . .

[Military Personnel \(MILPER\) Regulations and Miscellaneous Publications](#)

[AKO Online](#)

[OMPF Online](#)

[Enlisted Assignment Information Online](#)

Many of our documents are offered in Adobe Acrobat Format. Download and install your free copy of the Adobe Acrobat Reader.



This site best viewed with a computer and a monitor



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MILPER Regulations Listing

MILPER Regulations - Microsoft Internet Explorer provided by RCERT-Europe

Address: http://www.1perscom.army.mil/JPSSD/Pride/MILPER_REGS.htm

Click on the icon to read the publication below ...

PUBLICATION NUMBER	TITLE	ADOBE ACROBAT READER (PDF FORMAT)
ARMY REGULATIONS		
AR 1-100	Gifts and Donations	
AR 10-59	United States Army Physical Disability Agency	
AR 25-400-2	The Modern Army Record Keeping System (MARKS)	
AR 25-50	Preparing and Managing Correspondence	
AR 25-55	The Department of the Army Freedom of Information Act Program	
AR 55-46	Travel Overseas	
AR 135-175	Separation of Officers	
AR 135-178	Separation of Enlisted Personnel	
AR 135-205	Enlisted Personnel Management	
AR 135-215	Officer Periods of Service on Active Duty	
AR 140-158	Enlisted Personnel Classification, Promotion, and Reduction	
AR 210-7	Commercial Solicitation on Army Installation	



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Personnel Actions Handbook

MILPER Regulations - Microsoft Internet Explorer provided by RCERT-Europe

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UNITED STATES ARMY EUROPE (USAREUR) PUBLICATIONS		
USAREUR Cir 614-3	Enlisted Distribution Policy	
USAREUR Pam 600.8.8	How To Be a Good Sponsor	
USAREUR Reg 600.700	Identification Cards and Individual Logistical Support	
USAREUR Reg 614.2	Officer Use and Management	
USAREUR Reg 635.150	Overseas Separation	
USAREUR Suppl 1 to AR 55.46	Travel Overseas	
USAREUR Suppl 1 to AR 614.30	Overseas Service	
USAREUR Suppl 1 to AR 614.200	Enlisted Assignments and Utilization Management	

MISCELLANEOUS PUBLICATIONS	
7th ATC ACofS, G1 Information Papers on Personnel Actions	
EPMD Commanders' Information Guide	
HQDA QMP Information Handbook	
1st PERSCOM Congressional Action Officer Handbook	

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Last Modified: 23 May 2002



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EVALUATION REPORTING SYSTEMS

**OER
and
NCOER**

**Both tools were designed/are
used for developing and
assessing Officers and NCOs.**



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FACTS

- Mission of the OER & NCO-ER is to identify the best
- OER & NCO-ER are assessment tools
- Commander is overall care-taker of the systems (All personnel system)
- Accuracy and Timeliness are very important!



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**NONCOMMISSIONED
OFFICER EVALUATION REPORT
(NCOER)**



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Part I – Administrative Data

+ NCO EVALUATION REPORT							SEE PRIVACY ACT STATEMENT IN AR 623-205, APPENDIX C. +										
For use of this form, see AR 623-205; the proponent agency is ODCSPER																	
PART I - ADMINISTRATIVE DATA																	
a. NAME (Last, First, Middle Initial)				b. SSN		c. RANK		d. DATE OF RANK		e. PMOSC							
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND								g. REASON FOR SUBMISSION									
h. PERIOD COVERED				i. RATED MONTHS		j. NON-RATED CODES		k. NO. OF ENCL		l. RATED NCO COPY (Check one and Date)		m. PSC Initials		n. CMD CODE		o. PSB CODE	
FROM		THRU								1. Given to NCO		Date					
YYYY MM		YYYY MM								2. Forwarded to NCO							

Ia and Ib: NCO's Name - *Name will be capitalized.*

Ic: Three letter abbreviation for NCO's military rank, not pay grade.

Id: Rated NCO's date of rank using the YYMMDD format (for example 990613).

Ie: Enter 5, 7, or 9 digit PMOS (for example 18Z5PW9LA). If an NCO doesn't possess an ASI or language identifier, only a 5 digit MOS is entered.

If: Enter data in the order listed on the form (for example, HHC, 9th Engr Bn, APO AE 09033 USAREUR).

Ig: Enter appropriate report code in left portion of block and type of report title in right portion of block.

Ih: Enter the beginning date in and ending date in boxed using the 4-digit year and 2-digit month (for example 2001 12). The beginning month is the month following the ending month of the last report.

Ii: Compute the number of rated months and enter.

Ij: Enter the appropriate non-rated code(s) from table 3-3, AR 623-205.

Ik: Enter number of authorized enclosures, if any. Leave blank if none.

Il: PSB enters a typewritten or handwritten X and six digit date (for example, 020429).

Im: Enter handwritten PSB representative's initials using black ink.

In: Identify the rated NCO's Command Code by entering the 2 character command assignment code.

Io: Enter the Four position alphanumeric PSB code.



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Reports by Code and Type

REPORT CODE	TYPE OF REPORT
1*	First (does not apply to Active Army)
2	Annual
3	Change of Rater
4	Complete the Record
5	Relief for Cause
6*	Release from AT/ADT/ADSW/AGR/EAD/TTAD
7	60-day Rater Option
8	Senior Rater Option

* - For Reserve Component use only.



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Reasons and Definitions of Nonrated Codes

REASON CODE	DEFINITION
A	AWOL/Desertion/unsatisfactory participant based on AR 135-91
B	Break in active enlisted service of 12 months or less
C	Confinement in a military or civilian detention facility; assignment to military personnel control facility; assignment to correctional facility
D	Temporary disability retirement list (TDL) status
I	In transit between duty stations, including leave and temporary duty (TDY)
M	Missing in action
P	Patient (including convalescent leave)
Q	Lack of rater qualification
R	New Recruiter Program
S	Student at a military service or civilian school; TDY or special duty (SD) other than to attend school or compassionate reassignment
W	Prisoner of war
X	Inactive National Guard or Standby Reserve (Inactive List)
Z	None of the above



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Part II – Authentication

PART II - AUTHENTICATION			
a. NAME OF RATER (<i>Last, First, Middle Initial</i>)	SSN	SIGNATURE	
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT			DATE
b. NAME OF SENIOR RATER (<i>Last, First, Middle Initial</i>)	SSN	SIGNATURE	
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT			DATE
<small>c. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials in Part II, the duty description to include the counseling dates in Part III, and the APFT and height/weight entries in Part IVc are correct. I have seen the report completed through Part V, except Parts IId and IIe. I am aware of the appeals process of AR 623-205.</small>		SIGNATURE	DATE
d. NAME OF REVIEWER (<i>Last, First, Middle Initial</i>)	SSN	SIGNATURE	
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT			DATE
e. <input type="checkbox"/> CONCUR WITH RATER AND SENIOR RATER EVALUATIONS <input type="checkbox"/> NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (<i>See attached comments</i>)			

IIa & b: Self-explanatory

IIc: Rated NCO signs or “NCO refuses to sign” or “NCO unavailable for signature” is entered.

IId: Self-explanatory

IIe: Reviewer places a typewritten or handwritten “X” in black ink



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Part III – Duty Description (Rater)

PART III - DUTY DESCRIPTION (Rater)				
a. PRINCIPAL DUTY TITLE		b. DUTY MOSC		
c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities and dollars)				
d. AREAS OF SPECIAL EMPHASIS				
e. APPOINTED DUTIES				
f. COUNSELING DATES	INITIAL	LATER	LATER	LATER

IIIa: Enter principal duty title that most accurately reflects actual duties performed.

IIIb: Enter 5,7, or 9 digit duty MOS

IIIc: Enter daily duties and scope in a series of phrases starting with action words and separated by semicolons.

IIId: Enter tasks/duties separated by semicolons. Enter e-mail addresses for Rater, Senior Rater, and Reviewer .

IIIe: Enter appointed duties.

III f: Enter dates of counseling using the YYMMDD format (for example 990715)..



Part III – Army Values/Attributes/Skills/Actions (Rater)

Iva: Check either a “YES” or “NO” in all 7 values boxes. Bullet comments are mandatory for all “NO” entries. Bullet comments will be not be longer than 2 lines and no more than one bullet to a line. Bullet comments will be double-spaced between bullets. Bullet comments will be preceded by a small letter ‘o’.



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Part IV – (Rater) Values & NCO Responsibilities

RATED NCO'S NAME <i>(Last, First, Middle Initial)</i> +		SSN	THRU DATE +
PART IV (Rater) - VALUES/NCO RESPONSIBILITIES <small>Specific Bullet examples of "EXCELLENCE" or "NEEDS IMPROVEMENT" are mandatory. Specific Bullet examples of "SUCCESS" are optional.</small>			
b. COMPETENCE o Duty proficiency; MOS competency o Technical & tactical; knowledge, skills, and abilities o Sound judgment o Seeking self-improvement; always learning o Accomplishing tasks to the fullest capacity; committed to excellence EXCELLENCE SUCCESS NEEDS IMPROVEMENT <i>(Exceeds std)</i> <i>(Meets std)</i> <i>(Some)</i> <i>(Much)</i> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
c. PHYSICAL FITNESS & MILITARY BEARING o Mental and physical toughness o Endurance and stamina to go the distance o Displaying confidence and enthusiasm; looks like a soldier EXCELLENCE SUCCESS NEEDS IMPROVEMENT <i>(Exceeds std)</i> <i>(Meets std)</i> <i>(Some)</i> <i>(Much)</i> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		APFT	HEIGHT/WEIGHT

Top back side of NCOER: Enter rated NCO's name as shown on front side. Enter rated NCO's e-mail address (AKO account preferred) in same block after the name. Enter 9-digit SSN. Enter "Thru" date as shown on front side using four digit year and two digit month separated by space (e.g. 2001 12).

IVc: Rater will enter APFT data with a "PASS", "FAIL" or "PROFILE" followed by the two digit year and two digit month of APFT date (for example "PASS 0105").

Rater will enter the rated NCO's height and weight in inches and pounds and with an entry of "YES" or "NO" indicating compliance or noncompliance with the provisions of AR 600-9.



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Part IV – (Rater) Values & NCO Responsibilities (con't)

<p>d. LEADERSHIP</p> <ul style="list-style-type: none"> o Mission first o Genuine concern for soldiers o Instilling the spirit to achieve and win o Setting the example; Be, Know, Do <p> EXCELLENCE <i>(Exceeds std)</i> </p> <input type="checkbox"/> <p> SUCCESS <i>(Meets std)</i> </p> <input type="checkbox"/> <p> NEEDS IMPROVEMENT <i>(Some)</i> </p> <input type="checkbox"/> <p> NEEDS IMPROVEMENT <i>(Much)</i> </p> <input type="checkbox"/>	
<p>e. TRAINING</p> <ul style="list-style-type: none"> o Individual and team o Mission focused; performance oriented o Teaching soldiers how; common tasks, duty-related skills o Sharing knowledge and experience to fight, survive and win <p> EXCELLENCE <i>(Exceeds std)</i> </p> <input type="checkbox"/> <p> SUCCESS <i>(Meets std)</i> </p> <input type="checkbox"/> <p> NEEDS IMPROVEMENT <i>(Some)</i> </p> <input type="checkbox"/> <p> NEEDS IMPROVEMENT <i>(Much)</i> </p> <input type="checkbox"/>	
<p>f. RESPONSIBILITY & ACCOUNTABILITY</p> <ul style="list-style-type: none"> o Care and maintenance of equipment/facilities o Soldier and equipment safety o Conservation of supplies and funds o Encouraging soldiers to learn and grow o Responsible for good, bad, right & wrong <p> EXCELLENCE <i>(Exceeds std)</i> </p> <input type="checkbox"/> <p> SUCCESS <i>(Meets std)</i> </p> <input type="checkbox"/> <p> NEEDS IMPROVEMENT <i>(Some)</i> </p> <input type="checkbox"/> <p> NEEDS IMPROVEMENT <i>(Much)</i> </p> <input type="checkbox"/>	

IVb-f: Rater checks appropriate box. All box marks must be consistent, they all must be typewritten, handwritten, or entered with a computer.



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Part V – Overall Performance & Potential

PART V - OVERALL PERFORMANCE AND POTENTIAL										
a. RATER. Overall potential for promotion and/or service in positions of greater responsibility.			e. SENIOR RATER BULLET COMMENTS							
AMONG THE BEST	FULLY CAPABLE	MARGINAL								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade.										
<hr/>										
<hr/>										
c. SENIOR RATER. Overall performance			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility.		<input type="checkbox"/>
			1	2	3	4	5	1	2	3
			Successful			Fair	Poor	Superior		Fair
+			Poor							

Va: Rater places a typewritten or handwritten “X” in appropriate box. NCOs receiving one or more “needs improvement” ratings in part IVb-f cannot receive a rating of “among the best.”

Vb: Rater lists up to three (at least two) future duty positions.

Vc & d: Senior rater enter a typewritten or handwritten “X” in appropriate box.

Ve: When senior rater does not meet minimum time requirements “Senior rater does not meet minimum qualifications” will be entered in this block.

Bullet comments are mandatory.

Senior rater must address marginal ratings given in part Va and fair or poor rating in part Vc.

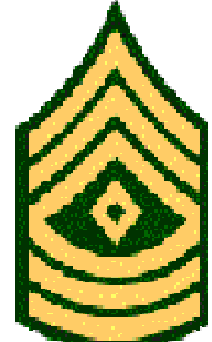


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Good NCOER

PATRONOMY (Last, First, Middle Initial)		SSN	THRU DATE
+ CRACKLE, JIMMY D.		000-11-2222	2002 02 +
PART I - VALUES AND RESPONSIBILITIES			
a. COURAGE o Displayed courage, MCO competency o Technical & tactical knowledge, skills, and abilities o Sound judgment o Successful employment, diverse learning o Accomplished tasks to the fullest capacity, commitment, and integrity		o meticulous monitoring of NCO-ERs resulted in zero late reports and 99.6% accuracy rate over a six month period o expertly handled in excess of 2400 personnel actions during this rating period and ensured prompt processing o provided superb personnel service support to over 1900 soldiers assigned to the brigade	
EXCELLENCE (Exceeds std) <input checked="" type="checkbox"/> SUCCESS (Met std) <input type="checkbox"/> NEEDS IMPROVEMENT (Some) <input type="checkbox"/> (Much) <input type="checkbox"/>			
b. PHYSICAL FITNESS & MILITARY TRAINING o Mental and physical toughness o Endurance and ability to go the distance o Displayed confidence and enthusiasm as a leader		APFT PASS 0110 HIGH/MBGT 69/163 YES o awarded the physical fitness badge for two consecutive APFTs o routinely worked in excess of 60 hours per week and maintained high morale and enthusiasm	
EXCELLENCE (Exceeds std) <input checked="" type="checkbox"/> SUCCESS (Met std) <input type="checkbox"/> NEEDS IMPROVEMENT (Some) <input type="checkbox"/> (Much) <input type="checkbox"/>			
c. LEADERSHIP o Mentorship o Genuine concern for soldiers o Willingness to advise and win o Setting the example by Know, Do		o mentored two soldiers to win Brigade Soldier of the Quarter honors o motivated and coached a previously substandard soldier to successfully pass the APFT and meet the weight standards o ensured soldiers were regularly counseled and earned their trust and confidence as a caring, compassionate leader	
EXCELLENCE (Exceeds std) <input checked="" type="checkbox"/> SUCCESS (Met std) <input type="checkbox"/> NEEDS IMPROVEMENT (Some) <input type="checkbox"/> (Much) <input type="checkbox"/>			
d. TRAINING o Individual and team o Mentorship and performance oriented o Teaching soldiers how, common tasks, specialized skills o Sharing knowledge and experience to fight, survive and win		o personally planned and executed annual common task training and testing for all soldiers assigned to the brigade headquarters o outstanding training efforts resulted in 98.7% first-time 'GO' rate on the CTT within the headquarters o constantly trained soldiers on daily tasks and responsibilities, refused to settle for mediocrity	
EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Met std) <input checked="" type="checkbox"/> NEEDS IMPROVEMENT (Some) <input type="checkbox"/> (Much) <input type="checkbox"/>			
e. RESPONSIBILITY & ACCOUNTABILITY o Care and maintenance of assigned facilities o Soldier and equipment safety o Generation of supplies and units o Accountability of soldiers and gear o Responsible for good, bad, right & wrong		o maintained accountability of office and automation equipment valued in excess of \$800K with zero loss or damage o completely reorganized office area to better utilize allocated space and removed excess to create more professional office atmosphere o kept track of soldiers and always knew where they were	
EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Met std) <input checked="" type="checkbox"/> NEEDS IMPROVEMENT (Some) <input type="checkbox"/> (Much) <input type="checkbox"/>			
PART II - OVERALL PERFORMANCE AND POTENTIAL			
a. PRATER Overall potential for promotion and/or service in positions of greater responsibility.		b. SENIOR PRATER Overall comments	
AMONG THE BEST <input checked="" type="checkbox"/> FULLY CREDIBLE <input type="checkbox"/> MARGINAL <input type="checkbox"/>		o select in the secondary zone for promotion to Sergeant First Class o out-performs most Master Sergeants o unquestionably the best Staff Sergeant I have ever rated or senior rated o an all-around superb performance by a top-notch NCO o assign to tough, challenging assignments - he will excel	
c. PRATER List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade. Service School Instructor Personnel Supervisor Protocol NCO		d. SENIOR PRATER Overall potential for promotion and/or service in positions of greater responsibility.	
+ <input checked="" type="checkbox"/> 1 2 3 4 5 (Summed) (by) (for)		<input checked="" type="checkbox"/> 1 2 3 4 5 (by) (for)	





510th Personnel Services Battalion (Fwd)



HOW RATER SUPPORTS PROMOTION BOARD PROCESS

- Address strongest Values (in Part IVa) with substantive comments
- Clearly articulate failures ('NO' entries) - avoid vague comments
- Paint clear and accurate portrait of rated NCO
- Reflect significant accomplishments during rating period on report
- Bullet comments should justify the rating in the checked box
- *AMONG THE BEST = absolute top performers*
- *FULLY CAPABLE = good performers but less than the best*
- *MARGINAL = failed one or more standards*
- Render fair, accurate and unbiased reports



510th Personnel Services Battalion (Fwd)



INTERPRETATION OF RATINGS

- **EXCELLENCE:** Exceeds Standards; demonstrated by specific examples and measurable results; special and unusual - *achieved by only a few; clearly better than peers*
 - **SUCCESS:** Meets all standards; majority of ratings in this category; *NCO is fully competitive for promotion and schooling*
 - **NEEDS IMPROVEMENT:** NCO missed meeting some standards
- ** *Panel members are briefed to carefully review bullets to confirm that each bullet comment justifies the rating in the checked box***



510th Personnel Services Battalion (Fwd)



HOW SENIOR RATER SUPPORTS BOARD PROCESS

“1” = cream of the crop; **promote immediately**

“2” = a solid soldier; **strong recommendation for promotion**

“3” = a good performance; **promote if allocations allow**

“4” = weak performer; **do not promote**

“5” = poor performer; **consider for QMP**

⇒ **Must address Potential (promotion, schools, assignments)**

*Be on same sheet of music as rater throughout rating period -
resolve differences early on to avoid discrepancies on NCO-ER*



510th Personnel Services Battalion (Fwd)



REVIEWER RESPONSIBILITIES

- **Overall caretaker of system (honest-broker)**
 - **Reviews reports to ensure consistency, accuracy, and fairness**
 - **Resolves discrepancies between rater and senior rater**
 - **If discrepancy can't be resolved after discussing with both rating officials, then reviewer nonconcurs and attaches memorandum**
 - **If rater and senior rater agree on evaluation but reviewer does not, then reviewer 'may' nonconcur but must clearly articulate reason for nonconcurrence (creates question of integrity in rating officials)**
 - **Army trusts rater and senior rater to be fair and accurate in rendering reports - reviewer's role is not to provide a 3rd evaluation**



510th Personnel Services Battalion (Fwd)



NCOER Tips

- **Have a good clerk and NCO to check reports**
- **Have a tracking system to identify reports due**
- **Ensure Junior Officers and NCOs Know System**
- **NCOER Quality Control - suggest using CSM**



510th Personnel Services Battalion (Fwd)



OFFICER EVALUATION REPORT (OER)



510th Personnel Services Battalion (Fwd)



Part I – Administrative Data

+ OFFICER EVALUATION REPORT For use of this form, see AR 623-105; the proponent agency is ODCSPER										SEE PRIVACY ACT STATEMENT ON DA FORM 67-9-1 +			
PART I - ADMINISTRATIVE DATA													
a. NAME (Last, First, Middle Initial)				b. SSN		c. RANK		d. DATE OF RANK Year Month Day		e. BRANCH		f. DESIGNATED SPECIALTIES / PMOS (WO)	
g. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND								h. REASON FOR SUBMISSION					
i. PERIOD COVERED						j. RATED MONTHS	k. NONRATED CODES	l. NO. OF ENCL	m. RATED OFFICER COPY (Check one and date)		n. PSB INITIAL	o. CMD CODE	p. PSB CODE
FROM		THRU		Date									
Year	Month	Day	Year	Month	Day								
								1. Given to Officer					
								2. Forwarded to Officer					

Part Ia and b Enter officer's name (Last, First, MI) and 9-digit SSN - (*Name will be capitalized*).

Part Ic Enter authorized abbreviation (e.g., CPT, LTC), if rated officer has been selected for promotion and is serving in an authorized position for the grade to which he or she is to be promoted, enter a "P" (e.g., CPTP).

Part Id Enter the Date of Rank using the 4-digit year format (e.g., 19980730).

Part Ie Enter basic branch abbreviations (e.g., IN, AR).

Part If Enter the specialty code or PMOS for warrant officers (e.g., 42B, 420A).

Part Ig Enter officer's current unit and MACOM.

Part Ih Reason for submission. Refer to Table 3-3, AR 623-105 (page 26).

Part Ii The from date is the following day after the last (Thru) date, use 4-digit year (e.g., 19971015).

Part Ij Enter the rated months – see rules for computing in para 3-16c(4), AR 623-105 (page 15).

Part Ik Enter nonrated codes. Refer to Table 3-4, AR 623-105 (page 27).

Part Il Indicate the total number of enclosures; if no enclosures enter "0."

Part Im Check the appropriate block indicating the disposition of the rated officer's copy.

Part In For PSB, S1 or Administrative Officer use.

Part Io Enter the rated officer's Command Code.

Part Ip Enter the PSB code



510th Personnel Services Battalion (Fwd)



Commonly Prepared Reports by Code and Type

REPORT CODE	TYPE OF REPORT
03	Change of rater
04	Change of duty, PCS, REFRAD, Retirement or Discharge
05	Annual
06	Departure on TDY
11	Officer failing selection for promotion
18	Relief for cause
21	Complete the record
22	Senior rater option
23	Rater option
27	60 day option report



510th Personnel Services Battalion (Fwd)



Codes and Reasons for Nonrated Periods

REASON CODE	DEFINITION
A	AWOL/Desertion
C	Confinement
E	Leave, excess of 30 days
F	Under arrest
H	Attendance at CAS3
I	In transit between duty stations, including leave, permissive TDY (PTDY), and temporary duty (TDY)
M	Missing in action
O	On TDY or special duty (SD) serving as a member of a DA Selection Board or a court martial
P	Patient (including convalescent leave)
Q	Lack of rater qualification
T	On TDY or SD attending a course of instruction scheduled for less than 60 calendar days
W	Prisoner of war
Z	None of the above



510th Personnel Services Battalion (Fwd)



USAREUR'S AUTHORIZED COMMAND CODES

SIGNAL COMMAND - FS

66TH MI BDE - U3

266TH FINANCE - U5

80TH ASG - U6

98TH ASG - U7

100TH ASG - U8

104TH ASG - U9

USAREUR / 7TH ARMY

CMD GRP - UA

V CORPS ARTILLERY - UB

1ST PERSCOM - UC

3RD COSCOM - UD

12TH AVN BDE - UE

69TH ADA BDE - UG

18TH MP BDE - UH

1ST INFANTRY DIV - UX

26TH ASG - UY

18TH MP BDE - UH

22ND SIG BDE - UI

6TH ASG - UJ

SPECIAL FORCES - UK

7TH ATC - UL

SETAF - UM

130TH ENG BDE - UN

11TH AVN GP - UO

ERMC - UP

21ST TSC - UR

22D ASG - US

205TH MI BDE - UT

1ST ARMORED DIV - UU

30TH MED BDE - UV

SPECIAL TROOPS - UW

MISC. ACTIVITIES - UZ



510th Personnel Services Battalion (Fwd)



Part II – Authentication

PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed OER Parts I-VII and the admin data is correct)					
a. NAME OF RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE	DATE
b. NAME OF INTERMEDIATE RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE	DATE
c. NAME OF SENIOR RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE	DATE
SENIOR RATER'S ORGANIZATION		BRANCH	SENIOR RATER TELEPHONE NUMBER	E-MAIL ADDRESS	
d. This is a referred report, do you wish to make comments? <input type="checkbox"/> Yes, comments are attached <input type="checkbox"/> No			e. SIGNATURE OF RATED OFFICER		DATE

Part II a-c complete by entering the names, SSNs, ranks, and positions of the rating officials.

Part II c senior rater's organization, telephone number and e-mail address (AKO account preferred) will also be entered.

** If the rated officer is unavailable, unable, or fails to sign the OER for any reason, the senior rater will explain why in Part VIIc, (Senior Rater Comments). The report will not be delayed because it lacks the rated officer's signature. However, if the report contains any derogatory information, the report will be returned to the rated officer.

** Each rating official signs and dates the report before sending it to the next rating official or HQDA. (The date entered will not be Prior to the Thru date).

** The senior rater's signature and date cannot be prior to that of the rater's or intermediate rater's .

** The rated officer may not sign or date the report prior to the rater, intermediate rater, or senior rater.



510th Personnel Services Battalion (Fwd)



Part III – Duty Description

PART III - DUTY DESCRIPTION	
a. PRINCIPAL DUTY TITLE	b. POSITION AOC/BR
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1	

Part IIIa Enter duty title that is annotated on DA Form 67-9-1 (Support Form).

Part IIIb Enter the MOS/AOC; this information can be found on the ORB. At a minimum the first 5 characters will be entered.

Part IIIc The significant duties and responsibilities will be clear and concise narrative, written in prose (not bullet) format.



510th Personnel Services Battalion (Fwd)



Part IV – Performance Evaluation

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM (Rater)									
CHARACTER Disposition of the leader: combination of values, attributes, and skills affecting leader actions									
a. ARMY VALUES (Comments mandatory for all "NO" entries. Use PART Vb.)				Yes No		Yes No			
1. HONOR: Adherence to the Army's publicly declared code of values						5. RESPECT: Promotes dignity, consideration, fairness, & EO			
2. INTEGRITY: Possesses high personal moral standards; honest in word and						6. SELFLESS-SERVICE: Places Army priorities before self			
3. COURAGE: Manifests physical and moral bravery						7. DUTY: Fulfills professional, legal, and moral obligations			
4. LOYALTY: Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and the soldier									
b. LEADER ATTRIBUTES / SKILLS / ACTIONS: First, mark "YES" or "NO" for each block. Second, choose a total of six that best describe the rated officer. Select one from ATTRIBUTES two from SKILLS (Competence), and three from ACTIONS (LEADERSHIP). Place an "X" in the appropriate numbered box with optional comments in PART Vb. Comments are mandatory in Part Vb for all "No" entries.									
b.1. ATTRIBUTES (Select 1)		1. MENTAL YES NO		2. PHYSICAL YES NO		3. EMOTIONAL YES NO			
Fundamental qualities and characteristics		Possesses desire, will, initiative, and discipline		Maintains appropriate level of physical fitness and military bearing		Displays self-control; calm under pressure			
b.2 SKILLS (Competence) (Select 2)		1. CONCEPTUAL YES NO		2. INTERPERSONAL YES NO		3. TECHNICAL YES NO			
Skill development is part of self-development; prerequisite to action		Demonstrates sound judgment, critical/creative thinking, moral reasoning		Shows skill with people: coaching, teaching, counseling, motivating and empowering		Possesses the necessary expertise to accomplish all tasks and functions			
		4. TACTICAL Demonstrates proficiency in required professional knowledge, judgment, and warfighting				YES NO			
b.3. ACTIONS (LEADERSHIP) (Select 3) Major activities leaders perform: influencing, operating, and improving									
INFLUENCING		1. COMMUNICATING YES NO		2. DECISION-MAKING YES NO		3. MOTIVATING YES NO			
Method of reaching goals while operating / improving		Displays good oral, written, and listening skills for individuals / groups		Employs sound judgment, logical reasoning and uses resources wisely		Inspires, motivates, and guides others toward mission accomplishment			
OPERATING		4. PLANNING YES NO		5. EXECUTING YES NO		6. ASSESSING YES NO			
Short-term mission accomplishment		Develops detailed, executable plans that are feasible, acceptable, and suitable		Shows tactical proficiency, meets mission standards, and takes care of people/resources		Uses after-action and evaluation tools to facilitate consistent improvement			
IMPROVING		7. DEVELOPING YES NO		8. BUILDING YES NO		9. LEARNING YES NO			
Long-term improvement in the Army its people and organizations		Invests adequate time and effort to develop individual subordinates as leaders		Spends time and resources improving teams, groups and units; fosters ethical climate		Seeks self-improvement and organizational growth; envisioning, adapting and leading change			
c. APFT:		DATE:		HEIGHT:		WEIGHT:			
d. JUNIOR OFFICER DEVELOPMENT - MANDATORY YES OR NO ENTRY FOR RATERS OF LTs AND WO1s.									
WERE DEVELOPMENTAL TASKS RECORDED ON DA FORM 67-9-1a AND QUARTERLY FOLLOW-UP COUNSELINGS CONDUCTED? YES NO NA									





510th Personnel Services Battalion (Fwd)



Part VI – Intermediate Rater

PART VI - INTERMEDIATE RATER

Part VI If applicable, narrative comments by the intermediate rater are mandatory. If the intermediate rater has not been in the position the minimum amount of time, he or she will enter the following statement: “I am unable to evaluate the rated officer because I have not been (his or her) intermediate rater for the required number of days.”



510th Personnel Services Battalion (Fwd)



Part VII – Senior Rater

PART VII - SENIOR RATER	
a. EVALUATE THE RATED OFFICER'S PROMOTION POTENTIAL TO THE NEXT HIGHER GRADE	
<input type="checkbox"/> BEST QUALIFIED <input type="checkbox"/> FULLY QUALIFIED <input type="checkbox"/> DO NOT PROMOTE <input type="checkbox"/> OTHER (Explain below)	
I currently senior rate _____ officer(s) in this grade A completed DA Form 67-9-1 was received with this report and considered in my evaluation and review <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in c)	
b. POTENTIAL COMPARED WITH OFFICERS SENIOR RATED IN SAME GRADE (OVERPRINTED BY DA)	c. COMMENT ON PERFORMANCE/POTENTIAL
<input type="checkbox"/> ABOVE CENTER OF MASS (Less than 50% in top box; Center of Mass if 50% or more in top box)	
<input type="checkbox"/> CENTER OF MASS	
<input type="checkbox"/> BELOW CENTER OF MASS RETAIN	
<input type="checkbox"/> BELOW CENTER OF MASS DO NOT RETAIN	
d. LIST 3 FUTURE ASSIGNMENTS FOR WHICH THIS OFFICER IS BEST SUITED. FOR ARMY COMPETITIVE CATEGORY CPT THROUGH LTC, ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE.	
+	

Part VIIa Based on the rated officer's duty performance the senior rater places an "X" in the appropriate box.

***The "OTHER" box may be used for CW5 or COL.

Part VIIb Senior rater will check appropriate block.

Part VIIc Senior rater's narrative comments – bullet comments are prohibited. If the senior rater has not been in the position the minimum amount of time, he or she will enter the following statement: "I am unable to evaluate the rated officer because I have not been (his or her) senior rater for the required number of days."

Part VIId Senior rater will list three future assignments, focusing on the next 3-5 years for which the rated officer is best suited44
Mandatory for all ACC CPTs through LTCs to have recommended career field.



Good OER

OFFICER EVALUATION REPORT

For use of this form, see AR 623-10, the appointing action, or DECREE.

SEE PRINT OF ACT'S COMMENT
ON DA FORM 10-2

PART I - ADMINISTRATIVE DATA

A. NAME (Last, First, Middle Initial)										B. SSN		C. RANK		D. GRADE/BRANCH		E. BRANCH		F. PREVIOUS ASSIGNMENT		G. PRIOR TO					
H. UNIT, ORIGIN, STATION, POST CODE OR MAJOR COMMAND										I. REASON FOR EVALUATION															
J. PERIOD COVERED										K. RATED MONTHS		L. MONITORING CODE		M. NO. OF ENCL.		N. RATER OFFICER COPY (Check one and date)		O. Date		P. PSR DETAILS		Q. CMD CODE		R. PSR CODE	
Year		Month		Day		Year		Month		Day															

PART II - AUTHENTICATION (Rated officer signature verifies PART I data and rating OFFICIAL ONLY)

A. NAME OF RATER (Last, First, MI)		SSN		RANK		POSITION		SIGNATURE		DATE					
B. NAME OF INTERMEDIATE RATER (Last, First, MI)		SSN		RANK		POSITION		SIGNATURE		DATE					
C. NAME OF SENIOR RATER (Last, First, MI)		SSN		RANK		POSITION		SIGNATURE		DATE					
D. NAME OF SENIOR RATER'S ORGANIZATION										BRANCH		SENIOR RATER TELEPHONE NUMBER		E-MAIL ADDRESS	
										<input type="checkbox"/> This is a telephonic, telegraphic, or direct communication. <input type="checkbox"/> No comments are attached.		F. SIGNATURE OF SENIOR OFFICER		DATE	

PART III - DUTY DESCRIPTION

A. PRINCIPAL DUTY TITLE		B. POSITION ACD / BR	
C. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IV, DA FORM 7-2.1			


PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM (Rater)

CHARACTER: Disposition of the leader; combination of values, attitudes, and skills affecting leader actions

A. ARMY VALUES (Comments mandated only for all "NO" entries. Use Part V.b.)		YES		NO			
1. HONOR: Adherence to the Army's moral and declared code of values		<input type="checkbox"/>		<input type="checkbox"/>			
2. INTEGRITY: Possession of good moral and ethical values. Honesty in word and action		<input type="checkbox"/>		<input type="checkbox"/>			
3. COURAGE: Hardiness, physical and moral courage		<input type="checkbox"/>		<input type="checkbox"/>			
4. LOYALTY: Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and the soldier		<input type="checkbox"/>		<input type="checkbox"/>			
B. LEADER ATTRIBUTES / SKILLS / ACTIONS: First mark "YES" or "NO" for each block. Second, choose a level of six that best describes the rated officer. Select one from ATTRIBUTES, two from SKILLS/COMPETENCE, and three from ACTIONS/LEADERSHIP. Place an "X" in the top right box number two with optional comments in PART V.b. Comments are mandatory for all "NO" entries in PART V.b.							
B-1. ATTRIBUTES (Select two) Fundamental qualities and characteristics		1. MENTAL Possesses clear, well-organized, and decisive		2. PHYSICAL Maintains appropriate level of physical fitness and military bearing		3. EMOTIONAL Displays self-control; calm under pressure	
B-2. SKILLS (Competence)		1. CONCEPTUAL Demonstrates sound judgment, logical or creative thinking, moral or reasoning		2. INTERPERSONAL Communicates well with people; demonstrates, in evaluating and empowering		3. TECHNICAL Possesses the necessary knowledge to accomplish all tasks and functions	
B-3. ACTIONS (Leadership) Skill development is part of self-development; prior reports to action		4. TACTICAL Demonstrates professional proficiency in required professional knowledge, judgment, and war fighting		5. DECISIONMAKING Employs sound judgment, logical reasoning and uses resources wisely		6. MOTIVATING Inspires, motivates, and guides others toward mission accomplishment	
B-4. INFLUENCING Method of teaching/guiding while operating in mission		1. Displays good oral, written, and listening skills for individuals / groups		2. EXECUTING Shows clear proficiency in team mission standards, and takes care of pre-mission work		3. ASSESSING Uses after-action and mission debrief to facilitate constant team improvement	
B-5. IMPROVING Short-term improvement in the Army to people and organizations		3. PLANNING Develops detailed, executable plans that are feasible, acceptable, and suitable		4. BUILDING Spends time and energy on team building, group, and unit efforts; fosters ethical climate		5. LEARNING Seeks and uses personal and professional growth; uses planning, analyzing and leading change	
B-6. ADJUSTING Long-term improvement in the Army to people and organizations		4. DEVELOPING Involves adequate time and effort to develop individual subordinates as leaders		5. BUILDING Spends time and energy on team building, group, and unit efforts; fosters ethical climate		6. LEARNING Seeks and uses personal and professional growth; uses planning, analyzing and leading change	
A. AFFIRMATIVE		DATE:		SIGNATURE:		WEIGHT:	
B. JUDGE DEVELOPMENTAL: MANDATORY YES OR NO ENTRY FOR RATES OF LEAD AND NO							
C. WERE DEVELOPMENTAL: YES, NO, OR NO ENTRY FOR FOLLOW-UP COUNSELING CONDUCTED?							
YES		NO		NA		NA	

DA FORM 67 - 9

Figure 1 consists of three schematic diagrams labeled (a), (b), and (c), illustrating the experimental setup. Each diagram shows a participant (represented by a stick figure) viewing a screen. In (a), the screen displays three horizontal bars. In (b), the screen displays four horizontal bars. In (c), the screen displays four horizontal bars, each containing a small image. The participant is positioned to the left of the screen, and the screen is positioned to the right of the participant.





510th Personnel Services Battalion (Fwd)



General Observation **What's Important to Board Members**

- **Senior Rater Narrative**
- **Senior Rater Label**
- **Duty Description**



510th Personnel Services Battalion (Fwd)



Watch!

Common OER Processing Errors

- Part II - Invalid Rater/Senior Rater (Table 2-1, AR 623-105)
- Part II - Referred OER not referred
- Part IV.b - Block checks missing
- Part IV.d - HT/WT Yes/No missing
- Part V.b - No potential comments (Mandatory)
- Part V.c - Raters consistently put potential comments
 - *No recommended Career Field (ACC CPT~LTC)*
- Part VII.d. - *No recommended Career Field (ACC CPT~LTC)*



510th Personnel Services Battalion (Fwd)



Functional Areas/Career Fields

- **OPCF** – Operations Career Field (Basic Branches plus 39 and 90)
- **OSCF** – Operations Support Career Field
- **IOCF** – Information Operations Career Field
- **ISCF** – Institutional Support Career Field



510th Personnel Services Battalion (Fwd)



Important Rules

- **Silver bullet -- First single Top Box** at a given grade will generate **ACOM** label at DA, regardless of profile
- **Can't mention box check in the narrative**



510th Personnel Services Battalion (Fwd)



HQDA LABEL - SENIOR RATER'S PORTION - PART VII

PART VII - SENIOR RATER

a. EVALUATE THE RATED OFFICER'S PROMOTION POTENTIAL TO THE NEXT HIGHER GRADE



BEST QUALIFIED



FULLY QUALIFIED



DO NOT PROMOTE



OTHER (Explain below)

I currently senior rate 16 officer(s) in this grade

A completed DA Form 67-9-1 was received with this report and considered in my evaluation and review ☒ YES ☐ NO (Explain in C)

c. BULLET COMMENTS ON PERFORMANCE / POTENTIAL

HQDA COMPARISON OF THE SENIOR RATER'S PROFILE AND BOX CHECK AT THE TIME THIS REPORT PROCESSED

CENTER OF MASS

RO: CPT BUCK, GEORGE 999999999

SR: COL SMITH 666666666

DATE: 98 07 18

TOTAL RATINGS: 17

RATINGS THIS OFFICER : 1

CPT Buck is one of the best Captains I senior rate. I personally selected him from a group of carefully screened candidates to command an elite OPFOR rifle company. A consummate officer, CPT Buck leads by example, is soundly grounded on tactics and shares his soldiers' sacrifices and challenges. Must select this combined arms warrior for Major and early attendance to CGSC.

d. LIST 3 FUTURE ASSIGNMENTS FOR WHICH THIS OFFICER IS BEST SUITED. FOR ARMY COMPETITIVE CATEGORY CPT THROUGH LTC, ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE.

Battalion S-3, Battalion Executive Officer, Brigade S-3; Would serve Army best in OPCF/11



510th Personnel Services Battalion (Fwd)



- Include potential comments (comments which address future) in both the rater and senior rater narratives. Put them at the end of the narrative.
- Make sure reports are signed by all parties (rater, intermediate rater, senior rater, and rated officer). Some reports have arrived at PERSCOM without signatures.
- Provide accurate social security numbers.
- When applicable, include unique skills.
- When rated officers have been selected for promotion, and are serving in an authorized position for the grade to which they are to be promoted, enter “P” next to their current grade (e.g. CPTP, LTCP, CW2P). These reports will be profiled against the promotable grade population.



510th Personnel Services Battalion (Fwd)



DON'Ts

- **Don't evaluate potential in the Unique Skills box, part Vc.**
- **Don't add gimmicks to narratives (e.g. bolding, bullet comments, underlining, picture framing, etc.) Reports will be returned.**
- **Raters: Don't forget potential comments in Part Vb. They are mandatory.**

Bolding is the most often used Gimmick.

Do Not



BOLD Narrative
Comments



510th Personnel Services Battalion (Fwd)



JUNIOR OFFICER PROMOTIONS



510th Personnel Services Battalion (Fwd)



References:

- Chapter 3 AR 600-8-29, Officer Promotions
- MILPER Msg 98-057, Reduction in Time-In-Grade for Promotion to First Lieutenant
- MILPER Msg 98-058, Promotion to First Lieutenant
- MILPER Msg 98-064, Promotion to First Lieutenant
- MILPER Msg 98-074, Promotion to First Lieutenant
- MILPER Msg 98-140, Promotion to 1LT of AMEDD Officers
- MILPER Msg 00-15, Procedural Change for 2LTs Not Recommended for Promotion
- MILPER Msg 02-022, Procedural Change for 2LTs Not Recommended for Promotion
- Section VII, Chapter 5, SIDPERS 3 Procedural Guidance, 1LT-CW2 Promotions



510th Personnel Services Battalion (Fwd)



Terms:

- **ORB** - Officer Record Brief
- **Basic Date of Appointment** - date when officer was commissioned
- **ADOR** - Active Duty Date of Rank; usually same as Basic Date of Appointment

✓ *Assumptions: Basic Date of Appointment = ADOR*

- **EADC** - Entered Active Duty/Current Tour
- **PED** - Promotion Eligibility Date



510th Personnel Services Battalion (Fwd)



Basic Date of Appt/ADOR

Sample ORB

EADC

RCS PSD61-01

OFFICER RECORD BRIEF

AR600-8-104
CMAAOF-R1

PCN ZDO-016
ZDOFUZLA

DESKSIDE 2900	BRIEF DATE 20020901	CRFLD DESIGNATION	CRFLD DESIGNATION DATE	CNTL BRANCH IN BR DTL EXPIRES	COMPONENT USAR	AD GRADE-ADOR 2LT 20000606	SSN 123456789	NAME DOE JOHN ADAM	
SECTION I - ASSIGNMENT INFORMATION				SECTION II - SECURITY DATA		SECTION III - SERVICE DATA		SECTION IV - PERSONAL FAMILY DATA	
OVERSEAS DUTY				INVEST NAC		EAD CURRENT TOUR		DATE OF BIRTH	
YR	MO	RTN	CTRY	MONTH	TCS	NUMBER OF TOURS	SHORT	LONG	BIRTHPLACE
DROS NA				DEROS NA				COLORADO	
CONUS DEPARTURE DATE				CLNC REVIEW-DOSSIER RQR		BASIC DATE OF APT 20000606		COUNTRY OF CIT US	
DATE DEPENDENTS ARRIVE OS				SECTION V - FOREIGN LANGUAGE		MO/DAYS AFCS 000/00		NO DEPENDENT ADULTS/CHILDREN 00/00	
CAREER FIELD INFORMATION - COMMISSIONED/AMEDD/WARRANT				LANGUAGE		READ		RELIGION BAPTIST	
BR CODE/AMEDD/1/PMOS				LISTEN		CURR SVC AGRMT/EXPR DATE		MARITAL STATUS SINGLE	
FNCNTL AREA CD/AMEDD/2/SMOS				DLAT		DATE OF PROJ/MAND RET		SP BIRTHPLACE/CIT	
BR AOC/AMEDD/3/PMOS SQI				SECT. VI - MILITARY EDUCATION		2 LT-WO1		PULHES/DATE 111111/200006	
FNCNTL AREA AOC/SMOS SQI				COURSE		1 LT-CW2		HEIGHT/WEIGHT 73/201	
SKILLS				YEAR		CPT-CW3		HOME OF RECORD AT EAD MASSACHUSETTS	
BASIC BRANCH/PMOS INFANTRY				PDOR		MAJ-CW4		MAILING ADDRESS	
FUNCTIONAL AREA SMOS				LTC-CW5		COL		HHC 1ST ID	
CAREER TRACK				PDOR		BG		APO AE	
SINGLE				TDOR		MG		092250000	
BRANCH				LTG		GEN		DATE LAST PHOTO	
DUAL				SECT. VII - CIVILIAN EDUCATION		BA		005 MO PRIOR SERVICE	
FUNCTIONAL AREA SMOS				LEVEL COMPLETED		BA			
PREV BRANCH/PMOS				INSTITUTION		MA, U MA, BOSTON			
PREV FUNCTIONAL AREA				DISCIPLINE		PSYCHOLOGY			
CONTROL CAREER MANAGEMENT FIELD 11Z00				INSTITUTION		BA G			
PROJECTED CAREER MANAGEMENT FIELD 11Z00				DISCIPLINE		YR			
GEOGRAPHIC ORIENTATION				DISCIPLINE		YR			
AVIATOR QUALIFICATIONS				SECT. VIII - AWARDS AND DECORATIONS					
ASED									
TOFDC AS OF									
PILOT STATUS									
RATING DATE									
DATE OF AVAILABILITY 200407				DATE OF LAST PCS		DATE OF LAST OER		ORG ZIP CODE 22332	
SECTION IX - ASSIGNMENT HISTORY									
ASGT	FROM	MO	UNIT NO	ORGANIZATION	STATION	LOC	COMD	DUTY TITLE	DMOS
PROG									
CURRENT			W3VS	OFFICER AD ACCESSIO	ALEXANDRI	7VA	MP		
1ST PREV									
2ND PREV									
3RD PREV									
4TH PREV									
5TH PREV									
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16TH PREV									
17TH PREV									
18TH PREV									
19TH PREV									

PRINT CONTROL

1

RECSTA 5

PPA ZA

CURUPC:3VS1A

MPCAD:0

PSC-CODE:MD12



510th Personnel Services Battalion (Fwd)



Junior Officer Promotions (CW2/1LT):

- Procedures are covered in Chapter 3, AR 600-8-29.
- Changes to procedures outlined in AR 600-8-29 can be found in the MILPER Messages listed earlier.
- Updated procedures can be found in Section VII, Chapter 5 of SIDPERS 3 Procedural Guidance.

Basic Rules for Promotion Eligibility Date (PED):

- Basic rule for 2LT to 1LT - choose earlier of:
 - ADOR plus 2 years minus 1 day
 - EAD plus 18 months
- Basic rule for WO1 to CW2 - choose earlier of:
 - ADOR plus 2 years
 - EAD plus 2 years



510th Personnel Services Battalion (Fwd)



Table 3-1, AR 600-8-29

Table 3-1
Rules for 2LT Date of Rank and 1LT Promotion Eligibility

RULE	If you are:	and your original date of appointment is:	and you entered active duty:	and your 2LT date of rank is:	then your eligibility for promotion of 1LT is: (see note below)	EXAMPLES:
1	an ROTC Graduate	in May or June	in May or June of the year appointed	the USMA main graduation date	the 2d anniversary of the USMA main graduation date	1991 USMA graduation = 1 Jun 91 1992 USMA graduation = 30 May 92 appointment = 1 May-30 Jun 92 2LT date of rank = 30 May 92 1LT promotion eligible = 30 May 94
2			in a month other than May or June of the year appointed	the USMA main graduation date for year of appointment	the earlier date between: the 2d anniversary of active federal commissioned service, or,	appointment = 1 May-30 Jun 92 entered active duty = 2 Aug 92 2LT date of rank = 30 May 92 1LT promotion eligible = 2 Aug 94
3					the day prior to the 3d anniversary of the 2LT date of rank	appointment = 2 May 91 entered active duty = 4 Jul 92 2LT date of rank = 1 Jun 91 1LT promotion eligible = 31 May 94
4		in a month other than May or June	at any time	the date of your original appointment	the earlier date between: the 2d anniversary of active federal commissioned service, or,	appointment = 1 Jul 92 entered active duty = 15 Jul 92 2LT date of rank = 1 Jul 92 1LT promotion eligible = 15 Jul 94
5	an OCS Graduate	at any time	at any time	the date of your original appointment	the day prior to the 3d anniversary of the 2LT date of rank	appointment = 1 Jul 91 entered active duty = 15 Sep 92 2LT date of rank = 1 Jul 91 1LT promotion eligible = 30 Jun 94
6					the earlier date between: the 2d anniversary of active federal commissioned service, or,	appointment = 1 Apr 92 entered active duty = 1 Apr 92 2LT date of rank = 1 Apr 92 1LT promotion eligible = 1 Apr 94
7	an USMA Graduate	the USMA main graduation date	at that time	the USMA main graduation date	the 2d anniversary of the USMA main graduation date	appointment = 1 Apr 91 entered active duty = 4 Jun 92 2LT date of rank = 1 Apr 91 1LT promotion eligible = 31 Mar 94
8		other than the USMA main graduation date	at that time	the date of your original appointment	the 2d anniversary of active federal commissioned service	appointment = 30 May 92 entered active duty = 30 May 92 2LT date of rank = 30 May 92 1LT promotion eligible = 30 May 94
9						appointment = 25 Jun 92 entered active duty = 25 Jun 92 2LT date of rank = 25 Jun 92 1LT promotion eligible = 25 Jun 94

NOTE:

1. Replace all "2d" anniversary with "18th month" anniversary

2. Replace all "3d" anniversary with "2d" anniversary

3. Disregard the "EXAMPLES."

Notes:

1 The 1LT Promotion Eligibility Date (PED) should be adjusted for any commissioned active duty.



510th Personnel Services Battalion (Fwd)



Determine Promotion Eligibility Date (PED) for 1LT:

Note 1: ROTC graduates who graduate and enter Active Duty in the months of May or June will have their EADC and ADOR adjusted to the USMA Graduation Date for that year. This does not apply to OCS graduates.

Note 2: If a 2LT has an EADC different from his/her ADOR you may have to use the comparison method.

- Normally, 2LT to 1LT = 18 months (1 yr & 6 months) from EADC.
- Comparison method is used when a 2LT's ADOR is 6 or more months earlier than their EADC; i.e., choose earlier of 2 years minus 1 day from ADOR or 18 months from EADC.



510th Personnel Services Battalion (Fwd)



Determine Promotion Eligibility Date (PED) for CW2:

- WO1 to CW2: PED will be the second anniversary (2 Years) of Warrant Officer service, provided he/she has a minimum of 18 months on Active Duty as a WO1.
- Majority of Warrant Officers are ordered to Active Duty the same day they are appointed as a WO1.



510th Personnel Services Battalion (Fwd)



PED Determination Examples (2LT to 1LT):

1. ROTC Graduate: ADOR = 990508; EADC = 990508; USMA Grad 990529

Adjusted ADOR = 19990529

Adjusted EADC = 19990529

$$\begin{array}{rcl} \text{PED} = \text{EADC} + 18 \text{ months} : & & 1999 \ 05 \ 29 \\ & + & \underline{01 \ 06 \ 00} = 18 \text{ months} \\ & & 2000 \ 11 \ 29 \end{array}$$

Answer: PED = 20001129

Explanation: Since Officer graduated ROTC in May and entered Active Duty during the same period, his/her ADOR and EADC must be converted to the USMA graduation date for that year (990529). Adding 18 months to the converted date will be the PED.



510th Personnel Services Battalion (Fwd)



PED Determination Examples (2LT to 1LT):

2. OCS Graduate: ADOR = 990610; EADC = 990610 ; USMA Grad 990529

$$\begin{array}{rcl} \text{PED} = \text{EADC} + 18 \text{ months} : & & 1999 \ 06 \ 10 \\ & + & \underline{01 \ 06 \ 00} = 18 \text{ months} \\ & & 2000 \ 12 \ 10 \end{array}$$

Answer: PED = 20001210

Explanation: OCS graduates are ordered to AD upon graduation, thus PED is 18 months from EADC. May/June graduation dates will not be converted to USMA dates.



510th Personnel Services Battalion (Fwd)



PED Determination Examples (2LT to 1LT):

3. USMA Graduate: ADOR = 990529; EADC = 990529 ; USMA Grad 990529

PED = EADC + 18 months :

$$\begin{array}{r} 1999 \ 05 \ 29 \\ + \quad \quad \quad \underline{01 \ 06 \ 00} \\ 2000 \ 11 \ 29 \end{array} = 18 \text{ months}$$

Answer: PED = 20001129

Explanation: USMA graduates usually enters AD upon graduation, thus PED is 18 months from EADC.



510th Personnel Services Battalion (Fwd)



PED Determination Examples (2LT to 1LT):

4. ROTC Graduate: ADOR = 990508; EADC = 991108 ; USMA Grad 990529

Adjusted ADOR = 19990529

$$\begin{array}{rcl} \text{PED 1} = \text{ADOR} + 24 \text{ mos} - 1 \text{ day:} & & 1999 \ 05 \ 29 \\ & + & \underline{02 \ 00 \ 00} \\ & & 2001 \ 05 \ 29 - 1 = 2001 \ 05 \ 28 \end{array}$$

$$\begin{array}{rcl} \text{PED 2} = \text{EADC} + 18 \text{ months :} & & 1999 \ 11 \ 08 \\ & + & \underline{01 \ 06 \ 00} = 18 \text{ months} \\ & & 2000 \ 17 \ 08 = 2001 \ 05 \ 08 * \end{array}$$

Answer: PED = 20010508

Explanation: Since officer graduated ROTC in the month of May, adjust the ADOR to match the USMA date (990529). However, since officer DID NOT enter Active Duty during the May/Jun period, the EADC remains as is. Since the EADC is more than 6 months after officer's ADOR, the comparison method must be used. ADOR + 24 months - 1 day = 010528. EADC + 18 months = 010508. Use the earlier of the two dates.



510th Personnel Services Battalion (Fwd)



PED Determination Examples (WO1 to CW2):

5. A soldier is appointed as a Warrant Officer on 20 Dec 96, what is the CW2 PED for this Warrant Officer?

PED = ADOR + 2 years:

+

1996 12 20
<u>02 00 00</u>
1998 12 20

Answer: PED = 20 Dec 98



510th Personnel Services Battalion (Fwd)



DA Form 78 - (Recommendation for Promotion to 1LT/CW2)

- PD will run AAA-124 report in SIDPERS. The AAA-124 will generate a report of all eligible officers and warrant officers. However, TOPMIS ORBs Must be used to validate ADORs and EADCs shown on the AAA-124.
- PD will prepare DA Form 78-R and complete sections 1 and 2 prior to sending to the officer's unit S1 NET 120 but NLT 60 days before PED.
- BN S1 will verify that officer is not flagged.
- BN S1 will complete sections 3 and 4 prior and obtain appropriate signatures. Ensure their ranks are present in blocks 3d and 4d.



510th Personnel Services Battalion (Fwd)



DA Form 78 - Actions Upon Completion:

- Upon return from the unit, PD will complete section 7 of the DA Form 78
 - Enter the correct ADOR and Effective date in block 7e.
 - Type appropriate signature block in block 7f.
 - Type the Officer's branch address in Section 8.
 - Check the (S-FICHE) block in Section 8
- After the order number has been posted and the form has been signed by the orders issuing authority, PD will forward a copy to the unit and soldier.
- PD will forward two copies to DA, one to the officer's S-FICHE and one to the Officer's Branch Manager.
- PD will process final promotion action by running AAA-388/389 report in SIDPERS. This process will generate GRCH transaction.



510th Personnel Services Battalion (Fwd)



RECOMMENDATION FOR PROMOTION TO 1LT/CW2			
For use of this form, see AR 600-8-28; the proponent agency is ODCSPER			
1. OFFICER IDENTIFICATION			
a. NAME MONCADA, JOHNNY J.	b. SSN 529-08-7400	c. GRADE WO1	
d. DUTY POSITION CI AGENT	e. UNIT CO A, 165TH MI BN		
2. ACTION BY PSG			
a. 2LT/WO1 ADOR 20000808	b. PED 20020808	c. EADC 20000808	
d. CONSTRUCTIVE CRITICISMS PRIOR TO EADC N/A	e. DATE FORWARDED TO RECOMMENDING OFFICIAL 20020722		
3. ACTION BY RECOMMENDING OFFICIAL (Supervisor/Rater)			
a. OFFICER <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT RECOMMENDED FOR PROMOTION IN THE U.S. ARMY			
b. REMARKS			
PD is responsible for preparing DA Form 78-R Parts 1 and 2 and forwards to approving authority NET 120 days but NLT 60 days to PED.			
c. DATE 7/22/02	d. NAME/GRADE GWYN A. CRAWFORD, CPT, MI	e. SIGNATURE -----/S/-----	
4. ACTION BY APPROVING OFFICIAL (CDR, LTC OR ABOVE)			
a. RECOMMENDED ACTION IS <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED FOR THE FOLLOWING REASONS:			
b. REMARKS			
The S1 will get Parts 3 and 4 signed by the Co Cdr and Bn Cdr respectively and returns the form to PD NLT the PED.			
c. DATE 22 JUL 02	d. NAME/GRADE ROBERT P. WALTERS JR., LTC, MI	e. SIGNATURE -----/S/-----	
5. ACTION BY PAC			
a. REFERRAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO			
b. REFERRAL COMPLETED ON			
PD will complete Part 7. The Para No for 1LT is 3-1; for CW2 is 3-3. Only the PD Cdr or Technician's name can go in "orders approval auth" but designated rep can sign for them. Ensure that the 1LT/CW2 ADOR and effective dates are correct. Don't forget to add the Branch Manager's mailing address and include in distro.			
a. ORDERS ISSUING HEADQUARTERS DET B, 55TH PSB (SQD) APO AE 09175	b. PERMANENT ORDER NO. 207-04	c. PARAGRAPH NO. 3-3	d. DATE 26 JUL 02
e. Announcement is made of the following promotion in the U.S. Army by the authority of Title 10, USC Section 624 for 1LT and Section 576 for CW2; with ADOR of 20020808 and effective date of: 20020808			
f. ORDERS APPROVAL AUTHORITY (Name, Rank, Title) DIANA B. HARE 1LT, AG, Assistant Military Personnel Officer		g. SIGNATURE -----/S/-----	
8. DISTRIBUTION:			
Commander, PERSCOM, ATTN: TAPC-OPW-MI, Alexandria, VA 22332-0400			
CDR, PERSCOM, ATTN: TAPC-MSR, 200 STOVALL STREET, ALEXANDRIA, VA 22332-0400			
<input checked="" type="checkbox"/> RECOMMENDED, FILE ON S-FICHE <input type="checkbox"/> NOT RECOMMENDED, FILE ON P-FICHE			



510th Personnel Services Battalion (Fwd)



ENLISTED PROMOTIONS

**DECENTRALIZED
(PVT ~ SPC)**



510th Personnel Services Battalion (Fwd)



ENLISTED PROMOTIONS

PRIMARY REFERENCES

AR 600-8-19

**Section II, SIDPERS-3 Procedural Guidance,
PV2-SPC Advancements**



510th Personnel Services Battalion (Fwd)



GENERAL RULES FOR PROCESSING ENLISTED PROMOTIONS

- The AAA-117 is the official instrument used by the commanders to recommend soldiers for promotion to SPC and below.
- When the commander denies promotion, he or she may promote the soldier on the next AAA-117 provided the soldier is otherwise qualified.
- Any soldier reduced must be fully qualified without waiver for promotion to the next higher grade.
- Company Commanders or Bn S1 signs all DA Form 4187 executing promotions to PV2, PFC and SPC.



510th Personnel Services Battalion (Fwd)



GENERAL RULES FOR PROCESSING ENLISTED PROMOTIONS

- The BN S1 prepares SPC certificates for the battalion commander's signature.
- The BN S1 inputs all appropriate SIDPERS transactions on all advancements and denials not later than the 20th of the month.
- BASD will be used to determine TIS.
- Soldiers must be in a promotable status on the effective date of promotion.



510th Personnel Services Battalion (Fwd)



AUTOMATIC ADVANCEMENTS

ELIGIBILITY CRITERIA

	TIS	TIMIG
SPC	26/24*	6
PFC	12	4
PV2	6	N/A

**Automatically
advanced by
TAPDB**

* Effective 1 Oct 02,
TIS to E4 will change
to 24 months. (MILPER
MSG, 02-160)



510th Personnel Services Battalion (Fwd)



AUTOMATIC ADVANCEMENTS

- Prepare DA Form 4187 if commander will deny automatic promotion NLT 20th of the month preceding the month of automatic promotion.
- DA Form 4187 will NOT be prepared for soldiers who are automatically promoted.
- The BN S1 will use a DA Form 4187 (in lieu of DA Form 268) to initiate a flag code transaction using code “PA” as the initial and reason code and input the transaction into SIDPERS.



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AUTOMATIC ADVANCEMENTS

- The BN S1 will use the flag code of “PD” to close the flag action.
- The flag code action must be closed NLT second working day following the day the soldier would have been promoted.
- Soldiers that are flagged or barred from reenlistment at the required time for automatic promotion and later recommended require a DA Form 4187 and GRCH.
- If denied advancement, the action is final.



510th Personnel Services Battalion (Fwd)



UNIT ENLISTED ADVANCEMENT REPORT AAA-117

- The AAA-117 is a three part report generated on the first duty day of the month by the BN S1 for the following promotion month.
- Part 1 of the Unit Enlisted Advancement Report (AAA-117): Fully Eligible
- Part 2 of the Unit Enlisted Advancement Report (AAA-117): Require Waiver
- Part 3 of the Unit Enlisted Advancement Report (AAA-117): Not Eligible



510th Personnel Services Battalion (Fwd)



UNIT ENLISTED ADVANCEMENT REPORT AAA-117

- The AAA-117 identifies soldiers eligible for advancement with/without waivers and individuals not eligible.
- Once the AAA-117 is produced, the BN S1 will screen the AAA-117 for additions, deletions and grade discrepancies from the previous report (AAA-117).
- Once the AAA-117 has been reconciled, the BN S1 will forward the AAA-117 to the unit commanders.
- The unit commander will review parts 1, 2, and 3 of the AAA 117.
- Commander options on AAA-117: Elect to promote fully qualified; Block/deny fully eligible advancement; Promote with waiver; Promote after the automatic promotion date.



510th Personnel Services Battalion (Fwd)



UNIT ENLISTED ADVANCEMENT REPORT AAA-117

- The unit commander will sign and date the AAA-117 as the authenticating official.
- The battalion commander must sign and date the AAA-117 as the reviewing authority for soldiers who are recommended for promotion to SPC with waiver(s) only.
- Once the unit commander make his/her annotations and signs the report, the unit or the BN S1 will prepare all DA Form 4187s.
- Once all actions have been completed, the BN S1 will prepare the AAA-117 and the waiver calculation sheet for distribution.



510th Personnel Services Battalion (Fwd)



PROPER ANNOTATION OF (AAA-117)

- The unit commander will review part 1 of the AAA 117 to determine if any soldiers listed should be automatically advanced or denied advancement. Circle “NO” for any soldier denied advancement; circle “YES” if elected for automatic advancement, next to the soldier’s name.
- The unit commander will review part 2 of the AAA 117 to determine who are to be advanced within the waiver allocations. The commander will select eligible Soldiers by annotating “YES” or “NO” for those individuals not selected.
- The unit commander will review part 3 of the AAA-117 to ensure personnel may be advanced once reason for denying advancement no longer exists and provided other advancement criteria are met.



510th Personnel Services Battalion (Fwd)



PROPER ANNOTATION OF (AAA-117)

- **Instances where individuals listed in part 3 can be promoted:**
 - **Completed flagging action**
 - **Duty status**
 - **Blank BASD/DOR**
 - **Not previously selected and soldier is now eligible**



510th Personnel Services Battalion (Fwd)

Sample of Properly Annotated AAA-117:

FOR OFFICIAL USE ONLY

PD 20010601
UIC: WH6SAA

PCN AAA-117 SCP P04-06-00
PROJECTED MONTH: 0001

CD20010701 SCN XX PG1
DATE SUSPENSE DUE: 20010620

UNIT ENLISTED ADVANCEMENT REPORT

NAME	SSN	CURRENT MOS	RANK	BASD	TIS DOR	TIG	PSS	PHY CAT	ADVANCEMENT ACTION
PFC ELIGIBLE PROJECTED MONTH									
POTTER JOAN	123-45-6789	75H	PFC	19990515	26	20001201	7	F	A YES/NO
JOE GI	123-45-6789	63B	PFC	19990501	26	20000901	10	F	A YES/NO
LOPEZ LUIS	111-22-3333	71L	PFC	19990513	26	20001101	8	F	A YES/NO
SMITH JOE	555-66-7777	75H	PFC	19990521	26	20010101	6	F	A YES/NO

Departed

PFC ELIGIBLE WITH TIS/TIG WAIVER

CHAPA EDDY	999-55-7777	54B	PFC	20000101	18	20000101	18	F	A YES/NO
WATSON EROE	888-33-5555	75F	PFC	19991215	19	20000101	18	F	A YES/NO
RYAN PRIVATE	333-44-5555	75H	PFC	19991001	21	20000101	18	F	A YES/NO
<i>DIGGS ED</i>	<i>777-77-7777</i>	<i>63B</i>	<i>PFC</i>	<i>20000101</i>	<i>18</i>	<i>20000101</i>	<i>18</i>	<i>F</i>	<i>A YES/NO</i>

PFC NOT ELIGIBLE

LAROSE TED	333-22-1111	75H	PFC	19990515	26	20000901	10	F	A APFT FAILURE
KENNDY JACK	444-33-2222	63B	PFC	19990512	26	20000901	10	F	A WEIGHT-CONTROL

Departed

Judy Wiles
JUDY WILES
CPT, AG
COMMANDING

JOHN WALKER
LTC, AG
BN Commander



510th Personnel Services Battalion (Fwd)



COMPUTE WAIVER ALLOCATIONS

- **Waivers will be used only on the first day of the promotion month.**
- **Add and subtract arrivals or departures, correct any grade discrepancies and obtain blank/missing data prior to doing computations.**
- **The BN S1 section calculates waiver allocations by company for PV2 and PFC.**
- **SPC waiver allocations will be consolidated and calculated at the battalion level.**
- **The battalion commander can realign total allocations within the battalion as he/she sees fit (pertains to promotion to SPC with waiver only).**



510th Personnel Services Battalion (Fwd)



COMPUTE WAIVER ALLOCATIONS

- **Separate companies that act as a parent unit and do not report to a battalion level unit will compute their waiver allocations separately.**
- **Battalions/separate companies/detachments with less than 10 SPC/CPL authorized (positions), may promote one (1) soldier with waiver as long as all assigned SPC/CPL do not have less than 24 month TIS.**
- **The SPC waiver percentage will be published in the monthly cutoff scores and/or enlisted promotion issues memorandum.**

Note: SPC waiver percentage has been changed to 27% effective the month of February 2002. Unless otherwise directed the waiver allocation will stay at 27% until change is announced in the monthly HQDA cutoff scores.



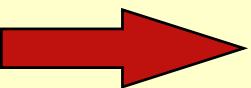
510th Personnel Services Battalion (Fwd)



ELIGIBILITY AND CRITERIA

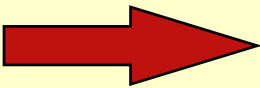
TIME IN SERVICE

	FULLY	WAIVER
SPC	26/24	18
PFC	12	6
PV2	6	2

**WAIVER
ALLOCATIONS**  **TIS**
(HQDA)

TIME IN GRADE

	FULLY	WAIVER
SPC	6	3
PFC	4	2
PV2	NONE	NONE

WAIVERS  **TIG**
(CDR)



510th Personnel Services Battalion (Fwd)



Waiver Computation for PV2~PFC

Step	<u>Required Action/Instructions</u>	E-2	E-3
Step 1	Total number of soldiers ASSIGNED		
Step 2	Multiply step 1 by total allowable with waivers or as announced be HQDA	X .20	X .20
Step 3	Total allowable with wavier. <i>Drop fractions, do not round up.</i>		
Step 4	Enter the total number of assigned with less than required TIS. <i>(Using ADHOC query) *</i>		
Step 5	Subtract Step 4 from Step 3 for total waivers authorized.		

**Primary sort query by BASD to identify soldier's who have less than the time in service (TIS) required for each grade.*

SIDPERS 3 query	
column 1	Rank
column 2	Name
column 3	UIC
column 4	DOR
column 5	BASD



510th Personnel Services Battalion (Fwd)



Waiver Computation for SPC

	<u>Required Action/Instructions</u>	E-4
Step 1	Roll up total AUTHORIZED E-4 strength <i>(use BN MTOE or authorization numbers from the AAA-223)</i>	
Step 2	Multiply Step 1 by .27 <i>(verify Percentage from the HQDA Cut Off Scores Memorandum)</i>	X .27
Step 3	Total allowable with wavier. <i>Drop fractions, do not round up.</i>	
Step 4	Enter the total number of assigned with less than required TIS. <i>(Using ADHOC query) *</i>	
Step 5	Subtract Step 4 from Step 3 for total waivers authorized. This is total waivers available for advancement to E-4.	

***Primary sort query by BASD to identify soldier's who have less than the time in service (TIS) required for each grade.**

SIDPERS 3 query	
column 1	Rank
column 2	Name
column 3	UIC
column 4	DOR
column 5	BASD

Verified by the Personnel Sgt



510th Personnel Services Battalion (Fwd)



LATE PROMOTION

- **DA Form 4187 will be initiated by the soldier's commander to the next higher promotion authority requesting soldier to be promoted with a retroactive date explaining the specific reason for the delay in promotion.**
- **If the next higher promotion authority approves the request, he or she will so indicate by memorandum and direct the soldier's promotion, indicating the correct effective date.**
- **This action will not be used to promote soldiers retroactively due to errors discovered during computation.**



510th Personnel Services Battalion (Fwd)



CORRECTING ERRONEOUS PROMOTIONS

- The commander who issued the DA Form 4187 (or current commander) may revoke an erroneous promotion and make a determination of de facto status (see paragraph 1-17).
- A soldier promoted in error who becomes eligible for promotion before the determination of error was discovered will retain the promotion.
- DA Form 4187 will be initiated to adjust DOR.
- The BN S1 will submit the GRCH transaction if applicable.
- The BN S1 will forward the DA Form 4187 to Enlisted Records and Finance.